



## OFFICE OF HOMELAND SECURITY

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### GRANT MANAGEMENT MEMORANDUM (GMM)

2008-027

Date: July 23, 2008  
To: All Office of Homeland Security (OHS) Transit Subgrantees  
From: Grants Management Division Transit Security Grant Unit  
RE: Project Modification and Sole Source Procedure Clarification

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The following information is provided as clarification to the Transit Security Grant Program sole source and project modification procedures.

#### **Sole Source Requests:**

A sole source request form must be completed and signed by the subgrantee's authorized agent (AA). The document shall be uploaded to the Federal Emergency Management Agency (FEMA) Preparedness Portal and the original mailed to the Transit Security Grant Unit (TSGU) program representative. The TSGU will notify FEMA that the document has been uploaded for review. FEMA's review process will take approximately 10 business days. When FEMA notifies the TSGU of the decision, the program representative will notify the subgrantee via email. The sole source document is located at [http://ohs.ca.gov/grants\\_transit\\_security.html](http://ohs.ca.gov/grants_transit_security.html) under *additional resources*.

#### **Project Modifications (FY 06 and beyond):**

The following subgrantee actions will require a project modification:

When moving money from one cost category to another (i.e., equipment to training) and the amount being moved exceeds 10% of the total project, a project modification must be completed for **review and approval by FEMA**. For changes of less than 10% of the total project, a modification form must be completed for **review and approval by OHS**. The 10% figure is cumulative, in other words, if you move 7% now, and later in the process want to move another 4%, FEMA approval for the second modification would be required as the total changes exceed the 10% limit.

For project modifications where funds are being moved from one project to another (Project A Equipment to Project C Training), a project modification form must be completed for **review and approval of the Transportation Security Administration (TSA)**. This type of modification normally changes the scope and or the effectiveness of the project and requires TSA approval.

A project modification request form must be completed and signed by the subgrantee's AA. All completed modification requests must be uploaded to the FEMA Preparedness Portal and the original mailed to the TSGU program representative.

The modification request and document is located at [http://ohs.ca.gov/grants\\_transit\\_security.html](http://ohs.ca.gov/grants_transit_security.html) under *additional resources*.

Should you have any questions regarding this GMM, please contact your program representative at OHS.

Sincerely,



**John Isaacson**  
Interim Deputy Director  
Grants Management